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Approved For Release 2006/05/24 : CIA-RDP70-00211R000900240062-7

OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

RECEIVED: *Reports*
RETURN TO *File*
RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending
4 March 1953

A. Personnel

	On Duty	Vacancies	In Process
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Office of Chief	<div style="border: 1px solid black; width: 40px; height: 80px; display: flex; align-items: center; justify-content: center;">25X1</div>	0	0
Rcds. Mgt. Section		4	6
Rcds. Center Section		1	1
Mail Control Section		1	16
		6	23

1. No. on leave three days or more:

Records Mgt. Section- 0
Mail Control Section- 2
Records Center Sec.- 1

2. No. on special detail out of office 2. How long?

Records Mgt. Section- 1 Full week
Records Center Section- 0
Mail Control Section- 1 Full week

3. Where: **One Records Analyst to Jackson Commission.**

One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 0
Records Center - 1
Mail Control - 14

5. Specific cases on item 4 not in previous reports.

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6. New applicants interviewed One. Recruited by Personnel One.
Recruited by this office None.

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B. Administration and Problems:

Records Management Section: Installation of the new filing system for Col. Grogan's office was begun Monday. The instruction of the office personnel in the various phases of classifying, filing, and other techniques is now in progress.

A representative of the Department of State was contacted in order to discuss means for simplifying and expediting State Department approval for Agency personnel to examine "restricted access" materials maintained by the National Archives for the Department of State. Previously, a letter was written to the Department of State requesting approval for each case. Upon receipt of a reply, another letter was written to National Archives requesting access to the material and indicating State Department approval had been given. In the future, a letter addressed to the National Archives will be routed through the Department of State for approval and forwarded by them to the National Archives.

Records Center Section: A review was made of the processing time required for the initial distribution of the last 10 CIA notices, and 4 regulations. Processing involves counting in accordance with the distribution required, packaging and addressing. The elapsed time also includes the time the material is waiting to be picked up by the courier. For notices, the average time was 1 hour and 30 minutes; for regulations, the time was 2 hours and 35 minutes.

Mail Control Section: The Office of P&S has reported that the two mail trucks ordered for courier service are scheduled for delivery by 23 March. A procedure has been prepared covering the operations involving the use of the new trucks.

On Wednesday, 4 March 1953, [] of the Mail Control Section, made arrangements with Mr. Worley of the Highway Division to have several of the couriers take a driving test which will qualify them to drive a ton and one-half truck. Mr. Worley agreed to call [] when he had a truck available for this test and assured him that it would be well in advance of the delivery date of the two new mail trucks.

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Courier Service to the home of the Deputy and Deputy Director:

27 Feb. 7:00 P.M. trip to [] home.
1:40 A.M. trip from [] home to CIA

25X1

25X1

On Wednesday, 4 March, a courier was assigned to make a trip to New York City for the CIA committee. In addition, an average of five calls per day were received from that office requesting special local courier service.

A survey of the delivery service for reproduction material was completed. A report with recommendations is now being typed and will be submitted in the coming week.

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Week ending 4 March 1953

	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images filmed-Rotary Camera	411	21,300
Flat-bed Camera	6,322	13,000
2. Records Center-(all figures in cubic feet)		
Records received for processing and storage	67	—
References to record material	115	220
Records material destroyed	1	—
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	748	549
Intelligence Reports	40	63
b. Supplemental Distribution:		
Information Reports	415	229
Intelligence Reports	199	160
Notices	9	54
Regulations	14	145
Others	0	14
c. Initial Distribution:		
Notices	4	3.8
Regulations	4	1.8
Others	1	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	4,741	5,150
Outgoing	7,475	6,550
b. Postage expended	\$ 859.50	775.00
c. Scheduled Courier trips	224	215
d. Special Courier trips	99	33.4
e. Inter-agency mail by Courier		
Incoming	1,335	770
Outgoing	2,095	1,275
f. Personnel actions:		
Recruitments	2	—
Separations	1	—
g. Use of Motor Pool Vehicles		
Available	9	—
Available but delayed	2	—
Not Available	3	—

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